

**Port Orford-Langlois
School District 2CJ**

Code: **KG-AR(2)**
Adopted: 5/10/88
Readopted: 6/8/04
Orig. Code(s): KG-AR

Equipment Use Request

Date _____

The (organization) _____

requests the use of (equipment desired) _____

on (date) _____

from (time) _____ to _____. The purpose of this use is

for _____.

Equipment will be returned on or about (time) _____ (date) _____.

Charge will be \$_____, and will be paid by (organization) _____

_____.

It is agreed that the party or parties using the district equipment will exercise every care in protecting district property and, in the event damage results, an adjustment will be made for repair or replacement.

Organization Representatives _____

Signatures

Name and address of users: _____

Approved: By staff member responsible for the equipment and superintendent or designee.

Staff Member

Superintendent or Designee